



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: January 25, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, January 26, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 8, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III (3 positions) Business Process Automation Developer
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42479

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 8, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager III (3 Positions)	Salary:	\$4,670 - \$6,483*
Position Title:	Business Process Automation Developer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-803-30-01	IPR#:	42479

Office/Central Bureau/District/Work Address:

Finance and Administration / Bureau of Business Services / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for building and maintaining accessible business forms and automated workflow processes using various software to facilitate the paperless goals of the department, requirements of the Document Management Program, and completing special projects as requested.

Special Qualifications:

Desired:

- Completion of four years of college preferably with major courses in computer science or management information systems
- Four years of experience in computer science or management information systems
 - Minimum of two years using Microsoft Word, Microsoft Excel, and Microsoft Outlook; Microsoft SharePoint site administration, Adobe LiveCycle, Adobe Experience Manager Forms, Javascript, Adobe Acrobat Professional, Nintex, and Percussion Content Management 1
 - Minimum of one year of experience implementing the requirements of the Information Technology Accessibility Act (30 ILCS 587/) and ISO 9001 document control requirements
- Ability to work under pressure and time sensitive deadlines
- Strong IT troubleshooting and research skills
- High attention to detail

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	12/7/17	POSITION:	Business Process Automation Developer
APPROVED BY:	Karen Shoup	OFFICE	Finance and Administration/Bureau of Business Services
CODE:	PW413-23-40-803-30-01	REPORTS TO:	Document Support Unit Manager

Position Purpose

This position is accountable for building and maintaining business forms and automated workflow processes using various software to facilitate the paperless goals of the department and the requirements of the Document Management Program and completing special projects as requested.

Dimensions

Forms Maintained:	+/- 2,000
Personnel Supported:	50+
Special Projects:	10+ Annually
Web Sites Maintained:	2+

Nature and Scope

This position reports to the Document Services Unit (DSU) Chief. No subordinates report to this position.

This position serves as one of the contacts for "IDOT Form Support" and contributes to the maintenance of manuals, policies, procedures, and forms utilized by the Document Services Unit. This position performs special projects for Bureau of Business Services (BoBS) management which involves working with bureau employees to evaluate business processes and develop and implement recommendations for improvement. The incumbent also works with Bureau of Information Processing and the Office of Communications technical staff to add or revise the bureau's internet and intranet content to ensure users have access to the most recent versions of manuals, policies, procedures and forms.

Typical problems involve coordinating communication between business process owners, department-wide Document Management Coordinators (DMCs), and users to facilitate a compromise on format and functionality, and maintaining a timely turnaround on requests. The greatest challenges are staying abreast of advances in technology; researching, implementing, and troubleshooting various technical issues for form development which include scripting languages (currently Form Calc and Javascript); and meeting deadlines.

This position develops and maintains forms, templates and workflows department-wide using Adobe LiveCycle, Adobe Experience Manager, Nintex, SharePoint and/or Microsoft Word/Excel, and other technology adopted by the department. The incumbent adds to or revises bureau and departmental internet and intranet content to ensure users have access to the most recent versions of templates, workflows, and business forms. The position adopts new IT technologies to facilitate the departmental goals and objectives. This position maintains a current status for all templates and forms owned by the BoBS and coordinates with supervisor to maintain current status of DSU procedural documentation. This position also completes special IT-specific projects for the BoBS as needed.

The incumbent manages the workload independently with little direction from the immediate supervisor. The incumbent must operate within the framework of departmental standards, policies and procedures as well as governing federal and state statutes. Problems of an unusual or difficult nature are referred to the unit manager with recommendations for resolution.

In performing the function of this position, the incumbent maintains regular contact with departmental DMCs, Bureau of Information Processing staff, bureau and departmental staff. External contacts may include other state agencies.

The effectiveness of this position is measured by the incumbent's ability to produce high quality work which meets the needs of the department and external form users, successfully maintain a reasonable turnaround time on requests, provide timely technical support to users, and maintain current and accurate DSU policies and procedures.

Principal Accountabilities

1. Develops and maintains automated forms, templates, and workflows for the entire department.
2. Builds, revises, archives, and cancel forms per departmental standards using current form development software.
3. Remains abreast of new technology in form and workflow development.
4. Researches and troubleshoots various technological and functional issues for form and workflow development.
5. Serves as a liaison with other bureaus, districts, and state agencies.
6. Performs special assignments for the unit manager, section chief, and bureau chief.
7. Performs other duties as required or assigned.
8. Performs all duties in compliance with departmental safety rules and in a manner conducive to the fair and equitable treatment of all employees.